 Copy Center Work Request

**PLEASE NOTE: incomplete work requests will delay copy job.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Date Submitted: | | | | | | | | | | | Date/Time Due: | | | | | | | | | | | | | | | | | Job Name/Description: | | | | | | | | | | | |
| Contact Name: | | | | | | | | | | | | Department: | | | | | | | | | | | | | | | | | | | | Ext: | | | | | | | | |
| Fund # | | Org # | | | | | | | | Acct # 71215 | | | | | | | | | | Prog # | | | | | | | | | | | | | | THIS AREA FOR COPY CENTER ONLY  Job#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Impr Charge: \_\_\_\_\_\_\_\_\_\_\_\_  Comp by: \_\_\_\_\_\_\_ Cost: \_\_\_\_\_\_\_\_  Diff: \_\_\_\_\_\_\_\_   Machine  Operator | | | |
| **B&W Ink** | |  | **Color Ink** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | |
| **NEW: All copies will be printed 2 sided unless this box is checked.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|   (indicate the quantity yielded after cutting. ie 1 2 = 2 copies) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| **Number of Copies:** | | | |  | | | | | | | | | | **# of originals** | | | | | | | | | | (a page printed front and back is considered to be 2 originals) | | | | | | | | | |  | | | |
| **Paper Color:** | | | |  | | | | | | | | | | | | \*Please note not all colors are available in all paper sizes | | | | | | | | | | | | | | | | | |  | | | |
| **Paper Size**: | | | | 8.5 x 11 | | | | | | | | | | 8.5 x 14 | | | | | | | 11 x 17 | | | | | | | | | | | | |  | | | |
| **Stapling:** () | | | |  | | |  | | | | | | |  | | |  | |  | | |  | | |  | | | |  | | | | |  | | | |
| **Folding:** () | | | | | | Half | | | | | | | | | | | | Letter | | | | | Roll | | | | Double-Parallel | | | | | | | |  | | | |
| Fold logo in or out? | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| Three-hole Punch | | | | Scanning | | | | | | | | | | | Shredding | | | | | | | Spiral Bind | | | | | | | | Laminate | | | Inserting | Collate | | Cut |
| **Delivery:** | No | | | No, call when ready | | | | | | | | | | | | | | | | | | | | | | Yes, | | | | | building and room # | | | | | | | | |
| **Special Instructions**: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Exam or Confidential item?** | | | | | | | | Yes  No | | | | | | | | | | | | | **Signature:** | | | | | | | | | | | | | | | |

**Copy Center Questions? Call X1935 • Email** [**copies@umw.edu**](mailto:copies@umw.edu)